

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Work Order #4 and Letter of Agreement with Bowyer Singleton & Associates, Inc.
for Development Review Engineering Services (Staff recommends approval).

REQUESTED ACTION: **Approve Work Order #4 and Letter of Agreement with Bowyer Singleton & Associates, Inc.**

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: 11/10/2009
☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Bowyer Singleton & Associates, Inc.

Effective Date: 11/10/2009

Termination Date: 11/10/2010

Managing Division / Dept:

Planning

BUDGET IMPACT: As Needed Basis

☒ Annual
☐ Capital
☐ N/A

FUNDING SOURCE:

Planning Administration

EXPENDITURE ACCOUNT:

001-140-515-3100 (Professional Services)

HISTORY/FACTS/ISSUES:

On March 25, 2008, the Board approved Continuing Engineering Services contracts with eight (8) engineering firms. The Division of Planning and Development utilizes contractual engineering services to review plans submitted through the development review process. In addition, the consulting engineer serves as a non-voting member of the Development Review Committee.

The proposed Work Order #4 and Letter of Agreement authorizes Bowyer Singleton & Associates, Inc., one of the continuing engineering firms, to provide consulting engineering services to the Division of Planning & Development for the development review process.

If approved, Bowyer Singleton & Associates, Inc. will replace Volkert & Associates, Inc. as the Division's consulting engineers. Volkert & Associates, Inc. will remain under an active work order, approved by the Board on April 28, 2009, to complete review and inspection services for projects that are already in process and fees were paid to Volkert & Associates, Inc. for the projects. All new projects will be assigned to Bowyer Singleton & Associates, Inc.

CONTINUING ENGINEERING SERVICE CONTRACT

Sumter County Planning & Development Division

WORK ORDER DATE: November 10, 2009

WORK ORDER #4

**Support Engineering Services for the Sumter County Division of Planning & Development
– Development Review Services**

To: Bowyer Singleton & Associates, Inc.
520 South Magnolia Avenue
Orlando, FL 32801

Attn: Reinardo Malave, P.E.

Funding Source: Planning Services – Professional Services

Expenditure Account: 001-145-515-3100

You are hereby authorized to commence the following work outlined in the attached letter of agreement dated September 16, 2009. Approved work order amount is **based on the fees identified in the attached letter of agreement** to provide the requested services. The term of this work order is for **one (1) year** from the date of this work order.

Requested by: _____
Development Review Coordinator

Date: _____

Recommended by: _____
Planning Manager

Date: _____

Authorized by: _____
County Administrator

Date: _____

Authorized by: _____
BOCC Chairman

Date: _____

Sent Via Email brad.cornelius@sumtercountyfl.gov

September 16, 2009



Mr. Brad Cornelius, AICP
Sumter County
910 North Main Street
Suite 301
Bushnell, Florida 33513

Subject: **Work Order to Provide Professional Consulting Services
Engineering Support Services for Sumter County
Division of Planning and Development – Development Review Services
Expenditure Accounting Code 001-145-515-3100
Bushnell, Sumter County, Florida**

Dear Mr. Cornelius:

Bowyer-Singleton & Associates, Inc. (BSA) is pleased to submit this Work Order to provide professional consulting services for Engineering Support Services for Sumter County – Division of Planning and Development – Development Review Services. These services are to provide general engineering relating to the Division of Planning and Development on an as-needed basis. We will provide services as described in our meeting conducted on September 16, 2009. We understand that we will receive assignments in reviewing development projects within the County as needed by the Staff. Ms. Aimee Webb, Development Coordinator, and you, will directly coordinate our work.

With this information in mind, we propose the following tasks and corresponding fees:

I. General Civil Engineering Services

- A. We will review project plans submitted through the County's development review process for site conditions and other engineering considerations favorable or unfavorable to development; for general layout, traffic circulation, drainage provisions and other code requirements, and for good engineering design.
- B. We will conduct on-site inspection of development project improvements for conformance with approved engineering plans and specifications within two (2) business days of receipt of "record drawing" plans from the Sumter County Development Review Coordinator or as otherwise directed by the Development Review Coordinator.
- C. We will serve as a non-voting member of the Sumter County Development Review Committee including attendance at meetings unless otherwise directed by the Development Review Coordinator. The Development Review Committee meets every Monday at 2:00 P.M. with the exception of the fifth (5th) Monday of the month.

- D. We shall review and submit all comments for revised preliminary and/or engineering plans to the Sumter County Development Review Coordinator no later than seven (7) business days from receipt of plans.
- E. As needed, we will participate in developing or updating codes, policies, procedures, and forms related to the development process.
- F. As needed, we will assist in development review matters not included above.
- G. We shall not represent private development clients within unincorporated Sumter County.

Our fee for this task will be based on time and materials, in accordance with the below referenced Hourly Rate Schedule (from the Continuing Services Contract approved March 25, 2008), plus other direct costs.

<u>BSA Staff</u>	<u>Position</u>	<u>Hourly Rate</u>
Rey Malavé, P.E.	Principal-in-Charge	\$218.00
Nicole Stalder, P.E.	Project Manager/DRC Engineer	\$153.00
Bobby Johnson, E.I.	Engineer	\$107.00
Barry Roy	Senior Construction Coordinator	\$151.00
Jim Wagoner	Construction Inspector	\$ 97.00
Sarah Maier	Planner/Administrative	\$ 80.00

II. Other Direct Costs

Other direct costs include items such as printing, drawings, travel, deliveries, et cetera as per the approved Contract.

III. Additional Services

Any Additional Services requested that are not a part of this Work Order will be invoiced on a time and materials basis, in accordance with the Continuing Services Contract. Authorization under this task must be in writing.

This Work Order represents a part of BSA's Continuing Services Contract with Sumter County. If you wish to accept, please sign where indicated once approved by the Board of County Commissioners (BCC) and return to Deborah P. Ragan, Manager of Project Administration in our Orlando office. Upon receipt, we will promptly schedule our services.

Brad Cornelius
September 16, 2009
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Thank you for considering Bowyer-Singleton & Associates, Inc. We look forward to providing our services and assisting the Sumter County Staff. We understand that a kick-off meeting will be scheduled to initiate our work effort and to meet key personnel with Sumter County.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Reinardo Malavè', with a stylized flourish at the end.

Reinardo Malavè, P.E.
Senior Vice President

RM:dpr
\\Orlando\Mktg\Public\LD\SumterCounty\DevelopmentReviewServices\09-16-09
Enclosures

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Sumter County

Date: _____